

Snowmobile Program



Department of Agriculture, Conservation and Forestry
ORV Office

Municipal/County Grants



Snowmobile Grant-In-Aid Program


2016 - 2017

Snowmobile Grant Program




The program's purpose is to aid municipalities and counties with main artery trail grooming and trail maintenance.



- ❖ The State can cost share up to 50% when the trail system is solely within the municipal boundaries.
 - ❖ The State can cost share up to 70% if two or more municipalities or counties work together on a regional trail system that extends across multiple townships.
- 


The approved percentage may change annually depending on funds available to the Program.



Important Deadlines



Municipal

- ❖ **December 1st** – Applications for fall and winter maintenance are due.
 - ❖ **May 15th** – Reimbursement requests must be postmarked by this date. Reimbursements may be sent in several times a year, which is encouraged for cash flow purposes.
- 

Club Grants

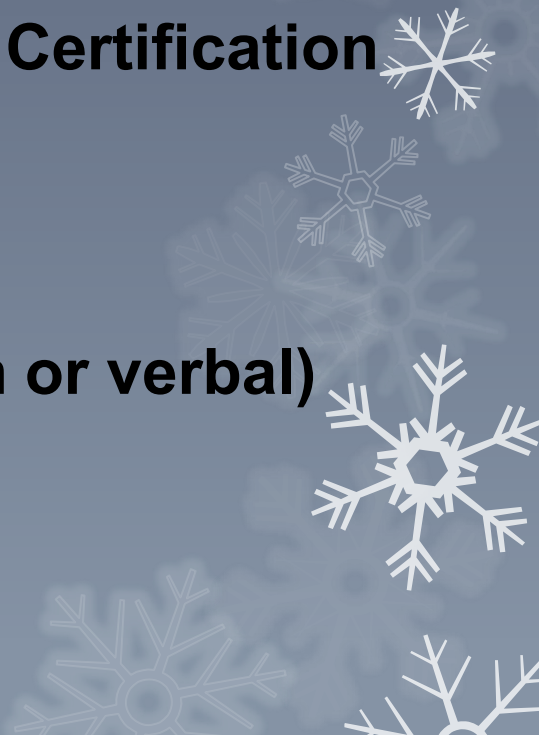
- ❖ **December 31st** - Applications for fall and winter maintenance are due.
 - ❖ **April 30th** – Reimbursement request must be postmarked by this date. **NEW: All receipts must be included with the reimbursement request.**
- 
- 

Application Procedure



ALL MATERIALS MUST BE SUBMITTED WITH ORIGINAL SIGNATURES.



- ❖ **Application/Agreement/Project Certification**
 - ❖ **Project Description**
 - ❖ **Map**
 - ❖ **Landowner Permission (written or verbal)**
- 

Application/Agreement/Project Certification

Estimated costs may include:

Administrative costs incurred in:

- ❖ Labor rate for the town administrator
- ❖ Landowner trail license administrative fee
- ❖ Radio booster, cell phones and cell phone booster expenses for safety, winter only
- ❖ Basic trails liability insurance
- ❖ Secretary of State corporation filing
- ❖ Labor for grant administration club members
- ❖ DEP/LUPC permit fees

Estimated Costs May Include:

Maintenance Costs incurred for:

- ❖ Labor
- ❖ Plowing of REMOTE parking lots and clearing of snowbanks at road crossings
- ❖ Grooming
- ❖ Trail signing – installation and removal
- ❖ Brush cutting
- ❖ Bridge/Culvert maintenance (DEP/LUPC permits)
- ❖ Heavy equipment/dirt work (DEP certified contractor)

Estimated Costs Do NOT Include:

- ❖ Insurance for workers comp., property, equipment, club house
- ❖ Electricity, property taxes, bathrooms, landscaping
- ❖ Fuel for heating club house/garages
- ❖ Lawn mowing
- ❖ Landowner suppers
- ❖ Office supplies, photo copying, etc.
- ❖ Club maps, stickers, patches, web sites, etc.
- ❖ More items see *Allowable Grant Expenses* in grant packet.



DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
 BUREAU OF PARKS & LANDS
 OFF-ROAD RECREATIONAL VEHICLE OFFICE
 SNOWMOBILE PROGRAM, MUNICIPAL GRANTS
 22 STATE HOUSE STATION
 AUGUSTA, MAINE 04333-0022
 PH 207-287-4957 FAX 207-287-8111

APPLICATION / AGREEMENT / CERTIFICATION
 MUNICIPAL / COUNTY GRANT-IN-AID PROGRAM

Municipality/County: _____

Address: _____

City: _____ Zip: _____

County: _____

The Project Director is appointed by the municipality/county. All inquiries about the state-aid grant application are directed to this person.

Name: _____ Title: _____

Address: _____

City: _____ Zip: _____

Home #: _____ Work #: _____ Mobile #: _____

Email Address: _____

Mileage of proposed trail: _____ (one way)
 Requested State Use Only

Estimated administrative cost for processing land use permits, grant administrative labor, insurance, remote radios (Many items eliminated.)	\$		\$	
--	----	--	----	--

Estimated cost of facilities such as plowing remote parking, gates. (All other items eliminated.)	\$		\$	
---	----	--	----	--

Estimated cost of maintenance including grooming of trails, normal ditching, brushing, bridge repair, picking up litter, etc.	\$		\$	
---	----	--	----	--

Total Estimated Cost of Project	\$		\$	
---------------------------------	----	--	----	--

	<i>State Use Only</i>	
Approved Total Grant	\$	_____
% of approved cost		_____ %

Application first page

**APPLICATION / AGREEMENT / CERTIFICATION
MUNICIPAL / COUNTY GRANT-IN-AID PROGRAM**

THIS IS TO CERTIFY that the _____ has authorized and hereby authorizes _____ (Municipality/County) _____ (Project Director) to make application for financial assistance under the provisions of the Off-road Recreational Vehicle Office, Snowmobile Trail Fund (M.R.S.A. Title 12, Chapter 220, Subchapter 8, § 1893-3) for the maintenance of the _____ snowmobile trail system. _____ (Municipality/County)

THIS FURTHER CERTIFIES that the above named Project Director is familiar with the terms and conditions of the Grant-In-Aid Program administered by the Off-road Recreational Vehicle Office from the Snowmobile Trail Fund and has authorized and hereby authorizes _____ (Project Director) to enter into said agreement between the _____ (Municipality/County) and the State of Maine upon approval of the above identified project by the Off-road Recreational Vehicle Office.

THIS FURTHER CERTIFIES that the _____ (Municipality/County) has been legally constituted and is responsible for planning for and carrying out the municipal recreation program and _____ (Project Director) will be responsible, on behalf of the _____ (Municipality/County) for the continued operation and maintenance of the completed project in accordance with the terms and conditions of the Snowmobile Trail Fund Grant-In-Aid Program. Attached is true and correct information relating to the establishment and organization of the municipal agency or department

AND THIS FURTHER CERTIFIES that except for the financial assistance requested by this project application, no financial assistance has been applied for, given, or promised under other State or Federal programs.

By signing this document we have reviewed, understand and are in compliance with the Information and Guidelines for the Municipal/County Grant-in-Aid Program, are utilizing the Trail Maintenance Labor/Equipment Reimbursement Rate Guidelines and the Allowable Grant Expenses.

Municipality/County: _____ County: _____

Municipality/County: _____ Signature _____ Date: _____

Title: _____ Chairman of the Board or Selectman Municipal/County Manager Project Director: _____ Signature _____

<i>State Use Only</i>	
VC #: _____	Enc. Amt: _____
Appropriation #: <u>014-01A-\$130-\$1-</u>	
By: _____ <small>Director, Off-Road Recreational Vehicle Office</small>	Date: _____
_____ <small>Commissioner, Department of Agriculture Conservation and Forestry</small>	Date: _____

Application second page



Project Description

Project description **MUST** include:

- ❖ All work to be funded, including type and cost of necessary equipment, personnel required and resources available.
- ❖ A breakdown of material costs, estimated number of hours for labor and equipment and hourly rate to be paid. Any cost item over \$5,000 must be pre-approved by ORV Office.
- ❖ If there is a contract for grooming, the method of payment must be based on an hourly rate, the contract must specify the responsibilities of the contractor, identify preseason work, and include a maximum dollar obligation.

PROJECT DESCRIPTION

Year _____ Page _____ of _____
 Club/Municipality: _____ Miles of Primary Trail _____ Miles of Secondary Trail _____

Grant Type: Club Municipal

Administration Projection (maximum 30 hours)					
Description	Est Hrs or Units	Cost	\$	Total	State Use Only
Administration			\$		
Insurance cost			\$		
			Sub total	\$	

Groomers/Grooming Projection						
Year	Groomer Make & Model	Est Hrs	Per Hr Rate	\$	Total	State Use Only
				\$		
				\$		
			Sub total	\$		

**All labor and equipment rates listed are the Bureau Snowmobile Program's published grant rates*

Trail Maintenance Projection					
Description/Materials	Est Hrs or Units	Cost	\$	Total	State Use Only
Labor hours					
Erecting signs			\$		
Bridge work			\$		
Brushing			\$		
Equipment hours					
Chain saw			\$		
Sleds/ATV			\$		
Bushhog			\$		
Material cost					
Planks for bridging			\$		
Hardware			\$		
Sign posts			\$		
			Sub total	\$	
			Total Estimated Cost	\$	

Trail map and location of work to be done must accompany project description.

As President/Trailmaster/Project Director for the club/municipality listed above, I will be responsible for the grooming, clearing, and safety of all trails by frequent onsite inspections of the trail system and further certify that landowner permission has been given for all snowmobile trails covered by this grant.

Signature of President/Trailmaster/Project Director

Date

**CITY OF AUGUSTA
PROJECT DESCRIPTION**

Below is the total estimated project cost breakdown for grooming and maintaining the snowmobile trails.

The Project Director for the City of Augusta will be responsible for the grooming, clearing, and safety of all trails by frequent on-site inspections of the trail system.

***AND THIS FURTHER CERTIFIES** that landowner permission has been given for all snowmobile trails in the Town of Gardiner and City of Augusta.

Estimated Cost for Equipment and Labor

2005	PB300	\$94.00	per hr
1999	BR180 Bombardier w/drag and operator	\$66.00	per hr
1984	Tucker 2000 w/drag and operator	\$56.00	per hr
1976	Bombi w/drag and operator	\$35.00	per hr
1981	Elite w/drag and operator	\$25.00	per hr
1990	Skandic Wide track w/drag and operator	\$25.00	per hr
1978	Electra (Polaris) w/rescue sled	No	Charge
	Chain Saw/Brush Saw	\$ 5.00	per hr
	ATV's / Snowmobiles for transportation	\$ 8.00	per hr

Estimating Cost Repairing Bridges/Brushing/Erecting Signs/and Grooming

Description	Quantity	Unit	Cost	Total
Grooming trails	252.5	hr	\$45.00, \$25.00	--
	average rate for labor and equipment			\$8,585.00
Planks for bridge repair	.500	MBF	\$200.00	\$100.00
Spikes	20	lbs	\$6.00	\$12.00
Labor erecting signs	20	hr	\$8.00	\$160.00
Labor on bridge work	20	hr	\$8.00	\$160.00
Labor brushing	140	hr	\$8.00	\$1,120.00
Plowing remote parking lot	8	storm	\$25.00	\$200.00
Chain saw	2	hr	\$5.00	\$10.00
Sleds/ATVs	5	hr	\$8.00	\$40.00
Bushhog (trail #1 from A road to B road)			\$60.00	\$600.00
Total Estimated Cost				\$10,987.00

Trail locations have not been changed from last year's map, therefore, please use the map on file with last year's project.

_____	_____
Project Director	Date
_____	_____
City of Augusta	Date

Sample Project Description



Map

- ❖ Should be a topographical map or a map of equal quality.
- ❖ It must show the proposed trail, water crossings, **available parking lots**, the relationship with existing trails in the area and highlight junctions with adjoining trails.
- ❖ Number of miles in the project.
- ❖ Club and municipal trails on the same map is acceptable, however, they must be distinguishable by different colors or type.

Sample Map



Must designate Municipal from Club

Landowner Permission



Must be included with the application:

- ❖ **Routine Maintenance Only – a list of landowners will suffice.**
- ❖ **Written permission is required when environmental permits are required and/or heavy equipment is being used for relocation or repairs.**

SNOWMOBILE TRAIL USE PERMIT

THIS PERMIT, is granted this ___ day of _____, 20 ___, by _____ Permittor(s) to the _____ Permittee(s) to establish and maintain on the hereinafter described land, a snowmobile route. Said _____ Permittor(s), the (recorded owner or lessees) grants this permit over and upon the following described premises situated in the County of _____, in the State of Maine for the period from _____ County _____ Township/Municipality _____ to _____ Date _____ to _____ Date _____

- 1. This permit shall terminate upon sale of the land, or upon notification in writing to the Permittee(s) thirty days (30) prior to termination by the Permittor(s).
2. The said snowmobile route shall be open to the general public without charge for snowmobile purposes and shall be properly signed to direct snowmobile traffic and notify motor vehicle traffic on road crossings.
3. The Permittor(s) or his/their authorized representatives shall at all times have the right to enter upon said snowmobile route for any purpose necessary to carry out his power and duties.
4. The permit is for a _____ foot wide route over the lands to be used as depicted on the attached map.
5. The Permittor(s) shall have the right to close said snowmobile route with the advance written notice to the Permittee.
6. All rubbish, debris, and garbage of any nature or kind arising out of the use of the trail shall be promptly picked up and disposed of properly.
7. It is understood that the Permittor(s) assumes NO LIABILITY for injuries and damages that may be suffered on said trail in accordance with Title 14,150-A.
8. The Permittee(s) agrees that no trees will be cut that are greater than _____ inches in diameter, unless an additional permit is granted by the Permittor(s). Permittee(s) may remove debris or down trees which may obstruct the trail without additional permission of Permittor.
9. The Permittee(s) AGREE to provide a PROTECTIVE LIABILITY INSURANCE POLICY NAMING THE PERMITTOR(S) AS THE INSURED up to the limits of \$400,000.00 per occurrence which includes legal fees associated with litigation.
10. The Permittor(s) (AGREE/ DISAGREE) to allow the use of ALL-TERRAIN VEHICLES and WHEELED VEHICLES on approved snowmobile route for ADMINISTRATIVE PURPOSES ONLY.
11. This permit prohibits future claims of adverse possession and/or prescriptive use by Permittee(s) for the permitted snowmobile route.
12. Permission to Map Yes ___ No ___
13. Permission to install cameras to help law enforcement with trespass, dumping or other issues? Yes ___ No ___

Date Landowner Signature

Date Club/Town & Club Representative Signature

Written Landowner Permission



Reimbursements

Municipal may be submitted:

- ❖ Once a month, quarterly, or end of the season.
- ❖ The final reimbursement request **MUST** be postmarked no later than **May 15th** to receive full payouts.
- ❖ Reimbursement requested postmarked after **May 15th** will be reduced by **10%** per day beginning **May 16th**.

Club is submitted:

- ❖ Once at the close of the season. Must be postmarked no later than **April 30th**.

All reimbursements are subject to available funds.

Reimbursement Checklist



DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BUREAU OF PARKS & LANDS
OFF-ROAD RECREATIONAL VEHICLE OFFICE
SNOWMOBILE PROGRAM
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022
PH 207-287-4957 FAX 207-287-8111

REQUEST FOR REIMBURSEMENT MUNICIPAL/COUNTY GRANT-IN-AID PROGRAM Checklist

- Reimbursement request form included
- Trail maintenance & grooming worksheets included
- Receipts included
- All rates and work done are consistent with the Project Description
- Only one reimbursement request per month submitted
- Final reimbursement request is postmarked by **May 15**.

Filing Reimbursements

- ❖ Request for Reimbursement Form – one complete copy, signed by the authorizing person identified in the application.
- ❖ Receipts – **copies of all receipts** substantiating payment of expenditures reported or a copy of the town warrant on which the payment was made or an invoice marked “paid”. Worksheets are not considered invoices or receipts.
- ❖ Worksheets – must be completed by the Project Director and trail crews as work is performed or purchases made. Must be completely filled out and included with the reimbursement request. It should describe:
 - Where the work was done by site location or trail number.
 - Date of work.
 - Number of hours per day.
 - Do not lump time on one line for the month or season.

Reimbursement Form



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
BUREAU OF PARKS AND LANDS
SNOWMOBILE PROGRAM
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022

REQUEST FOR REIMBURSEMENT
MUNICIPAL/COUNTY GRANT-IN-AID PROGRAM

Municipality _____ County _____

Period Covered By This Statement From _____ To _____
(start: after approval date)

Administrative Costs
(See worksheets) Administrative Total \$

--	--

--

Maintenance Costs (See daily worksheet)

Grooming Trails
Equipment total hours _____ hours \$

--	--

--

Plowing Remote Parking Areas Only
Hours/rate _____ \$

--	--

--

Misc. Maintenance (Brush Cutting/Bridges/Signing)
Labor Hours _____ \$

--	--

--

Equipment Hours _____ \$

--	--

--

Material (lumber/paint/stakes) see worksheet for details \$

--	--

--

Maintenance Total \$

--	--

--

Total Amount Of Invoice \$

--	--

--

<i>State Use Only</i>
_____ % Of Invoice State Share \$ _____

<i>State Use Only</i>
Total Approved Project Cost \$ _____ State Grant \$ _____
Total Expenditures To Date Including This Request (include previous expenses) \$ _____ State Reimbursement \$ _____
Remaining Balance \$ _____ State Grant \$ _____

Final Payment Request? Yes No

I hereby certify that the materials and/or services shown on the attached invoices have been delivered, that this is my only original invoice, and is correct and just, that said expenses have been paid by this community and that no part of same has been included in previous reimbursement requests.

Municipality _____ County _____

Signature _____ Title _____

Date _____

<i>State Use Only</i>
This invoice approved for payment by:
Director, Off-road Recreational Vehicle Office _____ Date _____

INVOICE

March 18, 2016

To: Selectmen, Town of Augusta

From: ABCD Snowmobile Club

Re: Maintenance and grooming of municipal snowmobile trails
For period 1/1/16 through 3/31/16

Grooming Equipment	124 hours	\$ 3,348.00
Plowing remote area	6 x \$25.00 / storm	\$150.00
Other Labor	160 hours	\$ 1,280.00
Other Equipment	75 hours	\$450.00
Material		\$112.00
	TOTAL	\$5,340.00

See attached worksheets

Paid by Check #2373 <OR> Paid by Check/Warrant # 6
#2374
#2375

John Doe

Signature
Trail Master/President
ABCD Snowmobile Club

<OR>

Signature
Chairman of Board of Selectmen
Town of ABCD

Municipal Sample Invoice

INVOICE

April 18, 2016

To: Snowmen Snowmobile Club

From: Frosty Snowman

Re: Maintenance and grooming of club snowmobile trails
For period 1/1/16 through 3/31/16 see attached worksheets

Grooming Equipment	Labor only club owned sleds 124 hours	\$992.00
Truck on projects	25 hours x \$10.00	\$250.00
Other Labor	160 hours	\$ 1,280.00
Other Equipment	Saw 10 hours, ATV 15 hours	\$170.00
Material bought screws \$12, flagging \$10,		\$22.00
TOTAL		\$2,714.00

See attached worksheets

Paid by Snowmen SC _____ Signature

John Doe

Signature
Trail Master/President
Snowmen SC

<OR>

Signature
Chairman of Board of Selectmen
Town of Snowvalley

Sample Invoice

Sample Trail Maintenance Worksheet

Trail Maintenance Worksheet

SELECT TYPE OF TRAIL:

- Municipal Trail
 Club Trail

CLUB NAME: ABCD Snowmobile Club

SELECT TYPE OF WORK:

(use separate sheets for each type of work)

- Administrative
 Maintenance

Date FY 15	Name	Type of Labor	Hours Worked	Cost of Labor	Equipment Used	Hours Operated	Cost of Equip.	Cost of Misc. Supplies	Location of Work or List Supplies Used
1/1	Pete Smith	----	----	----	Plow	2	\$50	----	Remote site #1
1/3	Pete Smith, John Doe	Brush cutting	16	\$128	----	----	----	----	ITS 85 Club to Monson Rd
1/14	Pete Smith, John Doe, Jane Doe	Brush cutting	24	\$192	----	----	----	----	ITS 85 Club to Monson Rd
1/14	Pete Smith	----	----	----	Plow	2	\$50	----	Remote site #1
1/15	John Doe, Pete Smith, John Smith, Jane Doe	Signing	32	\$256	----	----	----	----	Trail 4 to airport, to Hatch Hill
1/15	John Doe, Pete Smith, John Smith, Jane Doe	Brush cutting	36	\$288	ATVs, saws	10, 20	\$80, \$100	----	ITS 82 Club to E Dover Rd
1/19	Pete Smith, John Doe, Jane Doe	Bridge	24	\$192	Truck	5	\$50	----	Nine Mile Brook
1/21	John Smith, Jane Doe, Pete Smith	Brush cutting	28	\$224	Saws	20	\$100	----	Road 1 to Road 2
1/30	Pete Smith	----	----	----	Plow	2	\$50	----	Remote site #1
2/10	Bushhog	----	----	----	SD 120	20	\$120	----	Road A to Road B
1/5	----	----	----	----	----	----	----	\$100	2" x 6" x 10" (50)
1/6	----	----	----	----	----	----	----	\$12	Spikes

Totals	Hours	Cost
Total Administration		
Total Remote Plowing	6 storms	\$150.00
Total Other Labor	160	\$1280.00
Total Other Equipment	75	\$450.00
Total Misc. Supplies		\$112.00
Page Total		\$1,992.00

SIGNATURE: John Doe

Common Mistake on Trail Maintenance Worksheet

Date	Name	Type of Labor	Hours Worked	Cost of Labor	Equipment Used	Hours Operated	Cost of Equip.
FY 15							
1/19	Pete Smith, John Doe, Jane Doe	Bridge	24	\$192	Truck	30	\$300

Hours worked can not be less then hours of operation.

Sample Grooming Log Worksheet

Grooming Log Worksheet

CHECK ONE: Municipal Trail

Club Trail

CLUB NAME: ABCD Snowmobile Club

Date	Operator Name	Equip. Used	Meter Start	Meter End	Total Hrs./Miles	Start Time AM/PM	End Time AM/PM	Total Hrs.	Unit Cost	Total Cost	Work Location Start & End
12/11	Jane Doe	Skandic	992	1062	70m	7:00 pm	5:00 am	10	\$25	\$250	ITS85 Club to Monson Rd
12/12	Jane Doe	Skandic	1062	1136	74m	3:00 pm	1:00 am	10	\$25	\$250	ITS85 Club to Monson Rd
12/12	John Smith	BR180	252	262	10h	3:00 pm	1:00 am	10	\$66	\$660	Club ITS86 to Abol bridge
12/20	John Doe	T2000	428	436	8h	7:00 am	3:00 pm	8	\$90	\$720	Range Rd ITS85 to Gilman Corner
12/24	Jane Doe	Elite	2032	2080	48m	2:00 pm	10:00 pm	8	\$27	\$216	Trail 4 airport to Hatch Hill
12/24	John Smith	Bombi	132	140	8h	8:00 am	4:00 pm	8	\$35	\$280	ITS82 town to E. Dover Rd
12/27	Pete Smith	Skandic	1136	1192	56m	5:00 pm	12:00 am	7	\$25	\$175	Trail 4 airport to Hatch Hill
12/29	John Doe	T2000	436	448	12h	1:00 pm	1:00 am	12	\$90	\$1080	Club to Abol bridge ITS86
1/12	John Doe	T2000	835	843	8h	7:30 am	3:30 pm	8	\$90	\$720	Town to Bagley Mtn. ITS81
1/12	Jane Doe	BR180	128	138	10h	7:00 am	5:00 pm	10	\$66	\$660	Club to Springfield trail 6
1/13	Pete Smith	BR180	138	150	12h	7:00 am	7:00 pm	12	\$66	\$792	Club to ITS81 on trail 2
1/17	John Smith	T2000	448	458	10h	6:00 pm	4:00 am	10	\$90	\$900	Club to Abol bridge ITS86
1/18	Jane Doe	Bombi	140	148	8h	2:00 pm	10:00 pm	8	\$35	\$280	ITS82 town to E. Dover Rd
1/20	Pete Smith	Skandic	3042	3066	24m	7:00 pm	10:00pm	3	\$25	\$75	Airport to Bridge Rd. ITS86

Page Hours 124 Page Cost \$7,058

SIGNATURE: John Doe

Reimbursement Review

- ❖ The Director of the ORV Office will review the request to ensure compliance with the terms of the approved project.
- ❖ Reimbursement will be made on the basis of the previously approved cost share percentage for the work performed between the dates covered by the reimbursement request.
- ❖ All expenses incurred during the period covered should be included on the appropriate request for reimbursement and not carried over to a later request.

Capital Equipment Grant-In-Aid Program

Presented by:
Dept. of Agriculture, Conservation
and Forestry
Bureau of Parks and Lands
Off Road Recreational Vehicle Office



Capital Equipment Grant-in-Aid Program

- The program's purpose is to provide financial aid to clubs and municipalities for the purchase of snowmobile trail grooming equipment.



Application Process

- Application must be received by the Bureau or postmarked on or before **June 15th**
- Maximum approved purchase price for a groomer is **\$200,000**. If the price exceeds \$200,000, the additional cost will not be considered when awarding the grant.
- Any equipment wider than **10 feet** is not eligible.
- Any value received for a trade in or sale must be deducted from the purchase price.
- Purchases based on approved purchase orders must be completed by **September 15th**.

Submit the following:

- Completed application form, with original signatures and price quote or purchase agreement – That's It!!





STATE OF MAINE
 DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
 BUREAU OF PARKS AND LANDS
 SNOWMOBILE PROGRAM
 22 STATE HOUSE STATION
 AUGUSTA, MAINE 04333-0022

CAPITAL EQUIPMENT GRANT-IN-AID PROGRAM
 Application 2015-2016*
 Postmarked by June 15, 2016

**June 15th
 deadline**

Snowmobile Club/Municipality _____
 Contact Person _____
 Email _____ Phone _____
 Mailing Address _____
 City _____ Zip _____ Total trail miles _____ ITS miles _____

1a. Has this club participated in the Capital Equipment Grant before? Yes No
 If yes, what year(s) were grant(s) approved? _____

1b. Have you ever been denied a request for a Capital Equipment Grant? Yes No
 If yes, in what year(s)? _____

2a. How many pieces of power equipment does your club have? _____ How many drags? _____

2b. List all grooming equipment the club owns? In the case of a drag only, how old is it?

Equipment Type	Year	Make	Model	Hours or Miles
(1)				
(2)				
(3)				
(4)				

3. Will you be replacing any of this equipment? Yes No
 3a. If yes, which one(s)? _____
 Please provide a brief description of the reasons why the club is replacing or adding to the fleet this piece(s) of equipment. _____

4. Did you sell a piece of equipment to another club in Maine to help finance this purchase? Yes No
 If yes, to what club? _____

5. How many club groomer operators are certified through the DACF? _____
 How many total groomer operators does this club have? _____

6. How/where is the equipment stored during the summer? Undercover/garage Outdoors

7. Has this club provided the Maine Snowmobile Program with GPS data of the club's current trail locations? Yes No
 If yes what year was this done? _____

8. How many weeks on average, after December 15th per year, over the past 5 years was this equipment you seek to replace been in operation? _____

9. Describe the equipment you seek to purchase:
 Equipment Type _____
 Make _____
 Model _____
 Year _____
 Serial Number _____
 HP _____
 Provide the hours/miles on any used equipment that you seek to purchase? _____
 Seller _____
 Purchase price _____

10. Have you already purchased the new or used equipment? Yes No

11. How much of the purchase was or will be financed? \$ _____ Years _____

*Note: Any equipment wider than 10 feet is not eligible for this grant program. Any money or value received for equipment that is traded in or sold will be deducted from purchase price and any other grants or funding for the new or used replacement equipment if that amount is not already reflected in the purchase agreement.

YOU MUST ATTACH A PRICE QUOTE or PURCHASE AGREEMENT WITH THIS APPLICATION

By signing this application I am stating that the information provided is true and correct.

_____	_____
Date	Snowmobile Club Name or Municipality
_____	_____
Print Name and Title	Club President or Town Representative's Signature
_____	_____
Witness (Signature)	Contact Person's Signature

Original Signatures

NEW!! Grant Scoring

- Snowmobile Advisory Council's Review Committee will score the grant applications based on set criteria.
- The Committee submits their recommendations to this Office.
- Approved applications will be funded at 40%, for this year, until the money in the CEG fund is exhausted. **Not all applicants will receive a grant.**

Reimbursement documentation due in this Office by **Sept. 15th**

- Photocopy of the receipt, buyer's & seller's names; description of equipment, purchase price; date of sale, amount credited for a trade-in and VIN# of equipment being purchased.
- Completed reimbursement request form.
- Photograph of the equipment.
- Amount of any other grants or funding, if applicable.

Disaster Relief Grant-In-Aid Program

Presented by:
Dept. of Agriculture, Conservation
and Forestry
Bureau of Parks and Lands
Off Road Recreational Vehicle Office



Disaster Relief Grant-in-Aid Program

- The program's purpose is to provide financial aid to clubs and municipalities for repairing damage due to a catastrophic weather event.



Application Process

- Application can be submitted after August 15th of any given year and within 60 days of the weather event.
- Applications will be processed and reviewed in the order they are received by the Bureau.
- Grants will be awarded for unforeseen, catastrophic weather events on state funded trails.
- **Grants will not be awarded for routine maintenance or damage resulting from substandard maintenance, including damage due to beaver activity.**

Eligible - Catastrophic bridge failure due to weather event



Piel Brook, Parlin Pond- 2016

Eligible - Erosion Remediation due to storm damage



Coburn Mountain Area - 2016

Eligible - Vegetation management due to storm damage



Ice Storm 2013

NOT Eligible - Crown not maintained
on trail surface.



NOT Eligible - Flooded trail due to beaver activity trail not crowned.



NOT Eligible - bridge failure due to lack of maintenance







NOT Eligible - inadequately sized and installed bridge.



Applications must include:

- A description of the catastrophic event.
- A project description.
- Estimated cost of materials, equipment, labor, etc.
- Copies of all required federal, state and local permits.
- Pictures of damage.
- Map showing the location of the project.
- Written permission of any landowner impacted by bridge and erosion repair projects.

Documentation of weather event

News paper articles, articles off web of the weather event, etc.

- [News – Centralmaine.com](#)
- Posted July 20, 2016
- **St. Albans storm damage caused by macroburst, National Weather Service says**
- Straight line wind reached up to 90 mph during Monday's storm, which knocked down trees and power lines in Somerset and Franklin counties, the weather service damage team determined.



STATE OF MAINE
 DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
 BUREAU OF PARKS AND LANDS
 SNOWMOBILE PROGRAM
 22 STATE HOUSE STATION
 AUGUSTA, MAINE 04333-0022

DISASTER RELIEF GRANT-IN-AID PROGRAM
 Year _____ - _____

Club/Municipality/County: _____
 Address: _____
 City: _____ Zip: _____
 County: _____

The Trail Master or Project Director is appointed by the club/municipality/county. All inquiries about the disaster relief grant application are directed to this person.

Name: _____ Title: _____
 Address: _____
 City: _____ Zip: _____
 Home #: _____ Work #: _____ Cell #: _____
 Email: _____

Description of Catastrophic Event (include dates): _____

Project Description: _____

Attach a map showing the location, pictures of the damage, and any copies of permits and bids.

Estimated <input type="checkbox"/> or actual <input type="checkbox"/> administrative cost for processing land use permits and grant administrative labor.	\$
Estimated <input type="checkbox"/> or actual <input type="checkbox"/> cost of vegetation management or erosion repair.	\$
Estimated <input type="checkbox"/> or actual <input type="checkbox"/> cost of bridge repair/replacement.	\$
Total Estimated/Actual Cost of Project	\$

THIS IS TO CERTIFY that the _____ has authorized and hereby authorizes
(Club/Municipality/County)
_____ to make application for financial assistance under the provisions of the Off-road
(Trailmaster/Project Director)
Recreational Vehicle Office, Snowmobile Trail Fund (M.R.S.A. Title 12, Chapter 220, Subchapter 8, § 1893-3) for the repair
of the _____ state funded snowmobile trails.

THIS FURTHER CERTIFIES that the above named Project Director are Trail Masteris familiar with the terms and conditions of the
Disaster Relief Program administered by the Off-road Recreational Vehicle Office and has authorized and hereby authorizes
_____ to enter into said agreement between the
(Trailmaster/Project Director)
_____ and the State of Maine upon approval of the above identified project by the
(Club/Municipality/County)
Off-road Recreational Vehicle Office.

THIS FURTHER CERTIFIES that the _____ has been legally constituted and is responsible
(Club/Municipality/County)
for planning for and carrying out the program and _____ will be responsible, on behalf of the
(Trailmaster/Project Director)
_____ for the continued operation and maintenance of the completed project in
(Club/Municipality/County)
accordance with the terms and conditions of the Disaster Relief Program. Attached is true and correct information relating
to the establishment and organization of the municipal agency or department.

AND THIS FURTHER CERTIFIES that except for the financial assistance requested by this project application, no financial
assistance has been applied for, given, or promised under other State or Federal programs.

By signing this document we have reviewed, understand and are in compliance with the Information and Guidelines for the
Disaster Relief Program and utilizing the Trail Maintenance Labor Rate Guidelines.

CLUB/MUNICIPAL/COUNTY APPROVAL

_____	_____
Date	Name of Organization Club/Municipality
_____	_____
Club President / Town Official Signature	Trailmaster / Project Director Signature
_____	_____
Title (e.g. Club President, Chairman of the Board, Selectman, Municipal or County Manager)	Witness Signature

<i>State Use Only</i>	
VC #:	_____
Approved Amount: \$ _____	% of approved cost: _____
014-01A-8730-87-	Date: _____
Director, Off-Road Recreational Vehicle Office	Date: _____
Commissioner, Department of Agriculture Conservation and Forestry	

Grant Review

- Grants will be reviewed in the order received and awarded by the Snowmobile Advisory Council Review Committee within 60 days of submission.
- The Committee submits their recommendations to this Office.
- Approved applications will be funded up to 70% (not to exceed \$20,000), for this year, until the money in the Disaster Relief fund is exhausted.
- **If it is decided that the work should be completed prior to the application process, keep in mind that the application may not be approved.**

Reimbursement documentation due in this Office by **April 15th**

- Administrative costs incurred in obtaining land use permits, preparing grant material, reimbursement requests, etc.
- Materials, equipment and labor costs for bridge replacement, repairing erosion or vegetation management due to storm damage.

Recreational Trail Program Grants

RTP Grants

A decorative graphic consisting of several horizontal lines of varying lengths and colors (brown, white, and light brown) extending from the right side of the slide towards the center.

Project Eligibility:

Eligible projects may include:

- Maintenance and restoration of existing recreational trails.
- Development and rehabilitation of trail side and trailhead facilities and trail linkages for recreational trails.
- Construction of new recreational trails.
- Acquisition of easements or fee simple title to property for recreational trails or recreational trail corridors.
- Operation of educational programs to promote safety and environmental protection as those objectives relate to use of recreational trails.

Who is Eligible?

The state has determined it will provide funds received under this program as grants-in-aid to municipalities, other qualified sub-divisions of state government and to qualified non-profit organizations under guidelines established by the Bureau of Parks and Lands in conjunction with the Maine Trails Advisory Committee.

Application deadline for all grants:

End of September of each year. Check website below for exact deadline date.

Check on line for more information

http://www.maine.gov/dacf/parks/grants/recreational_trails_program.shtml

Or

www.parksandlands.com

Click: Grants

Click: Recreational Trails Program

2016 TRAIL SIGNING WORKSHOP



Department of Agriculture,
Conservation and Forestry

Off Road Vehicle Office
Snowmobile Program

Trail Signing Guidelines



Snowmobile Trail Signing Guidelines



Department of
Agriculture, Conservation and Forestry
Bureau of Parks and Lands

Off-Road Recreational Vehicle Office
Snowmobile Program
22 State House Station
Augusta ME 04333-0022

www.parksandlands.com

The Off-road Recreational Vehicle Office, Snowmobile Program publishes the Snowmobile Trail Signing Guidelines for distribution to clubs.



Be sure to check out the section regarding setting the corridor starting on page 25.



Writing on Signs

Most Common Suggestions:

- ❖ On Stop Signs write name of road and town for identification.
- ❖ On Caution Signs write what the issue is, ice, steep hill, intersection, some stickers are available through the ORV office.
- ❖ Write legibly using a paint marker to write on signs and replace old faded signs.
- ❖ If the Caution area has been corrected then remove the caution signs.



Caution Sign Stickers

BRIDGE
FENCING
GATE
JUNCTION
LOGGING



Only Appropriate Info



Improper Signage

**Signing on
Trees is not
acceptable.**

**Landowners,
do not want
signs on trees**

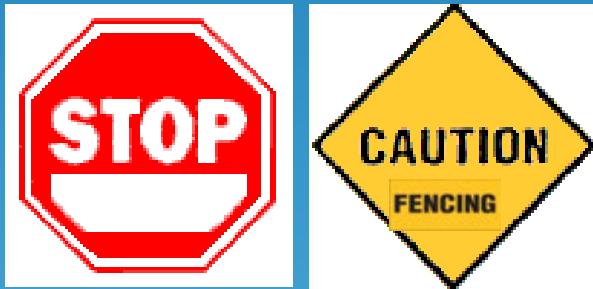
**Do not use
steel screws or
nails**



For Better Visability Place Signs on Posts



ORDERING SIGNS



Place orders using
the sign order form
available online at
www.parksandlands.com

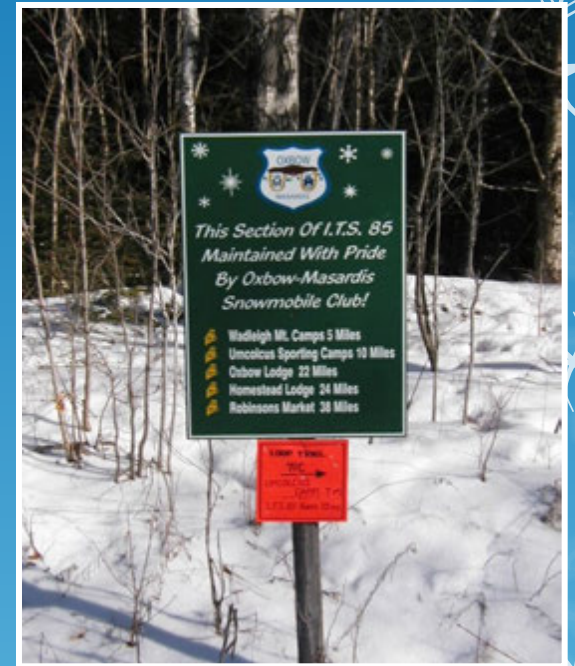
Or call: 1-800-462-1019
to have a form mailed.

ITS SIGNS ARE AVAILABLE
THROUGH MSA
CONTACT: MIKE GRASS, SR.
PLEASE CALL: 207-368-2316
Email:
grasslands252@gmail.com

Purchasing Your Own Signs



- ❖ The snowmobile program will only help pay for Kiosk, or map signs.
- ❖ The snowmobile program supplies signs to be used for snowmobile trails and will not pay for privately purchased signs.



Clean up Junctions



Corridor Setting

The slide features several white snowflake graphics of varying sizes and orientations scattered across the blue background, primarily concentrated on the right side.

When trails cross fields, meadow or other cleared areas, trail routing may not be obvious. Continuous reference points are needed to identify the trail corridor. Stakes or poles can be placed adjacent to or in the middle of a trail. When placing poles in the middle of the two lanes, “Keep Right” signs should be posted along the trail corridor. See pages 21-24 of the Signing Guidelines for more information.

Centerline Field Staking



Have a great season!!!

The background is a solid blue color with several white snowflake icons scattered across it. The snowflakes vary in size and orientation, with some being more prominent than others. They are located primarily in the upper right and lower right areas of the slide.

Joe Higgins

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